

Fall 2016

Communication &
Culture Boot Camp*

AUGUST 22-26, 2016

SCHEDULE SUBJECT TO CHANGE

*Boot Camp Definition

: a program or situation that helps people become much better at doing something in a short period of time

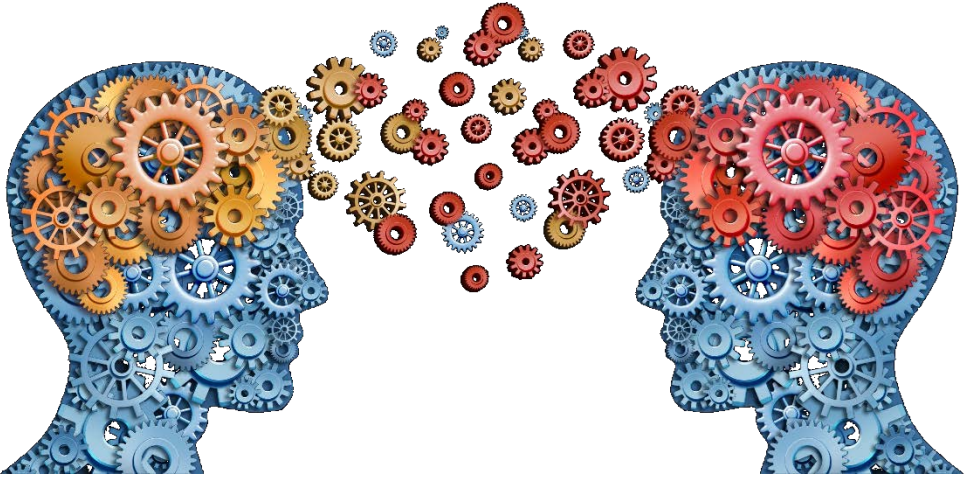


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There will be breaks throughout the day, as well as important announcements made at the close of each day. Schedule subject to change.

EXPERT SPEAKERS _____ PG. 5

INTERNATIONAL STUDENT/ALUMNI PANEL _____ PG. 6

COMMUNICATION PROGRAM INFO _____ PG. 7

BOOT CAMP SCHEDULE

Monday, August 22 – Business Casual

9:00 – 9:30 AM	Welcome & Overview of Week	Grand Foyer
9:30 – 11:00 AM	TED Talks: Language Fluency through Storytelling	GH-1213
11:00 - 12:00 PM	Lunch	Grand Foyer
12:00 – 2:00 PM	Improv (Joyful Simpson)	
2:00 - 3:00 PM	SISS Orientation	GH-1213

Tuesday, August 23 – Business Casual

9:00 – 11:00 AM	Power Ties (Dan Beaudry)	GH-1213
11:00 – 12:00 PM	Lunch	Grand Foyer
12:00 – 3:00 PM	Strategic Oral & Written Communication Workshops	GH-1213

Wednesday, August 24 – Business Casual

9:00 – 11:00 AM	Nuts & Bolts of Immigration (Lakshmi Challa)	GH-1213
11:00 – 12:00 PM	Alumni/Current Student Panel	GH-1213
12:00 – 1:00 PM	Lunch	Grand Foyer
1:00 – 3:00 PM	Strategic Oral & Written Communication	GH -1213

Thursday, August 25 – Business Casual

9:00 – 12:00 PM	Strategic Oral & Written Communication	GH-1213
12:00 – 1:00 PM	Lunch	Grand Foyer
1:00 – 3:00 PM	Strategic Oral & Written Communication	GH-1302

Friday, August 26 – Professional Dress

9:00 - 10:00 AM	American Business Idioms & Colloquialisms	GH-1213
10:00 – 12:00 PM	Presentations	GH-1213
12:00 - 1:00 PM	Lunch	GH-1213
1:00 - 3:00 PM	Mock Career Fair/Meet the Firms	Grand Foyer

BOOT CAMP FACILITATORS

[Elizabeth Moon](#) joined the Graduate School of Management's



Career Development team in January 2014, bringing a focus on career counseling and an expertise in working with international students. She provides all students with career assistance in the areas of resumes, cover letters, interviewing, job/internship search strategies, negotiations,

networking and business etiquette. In addition, she has developed workshops that focus on English communication, cultural skills, and immigration opportunities and challenges for International students who wish to bridge into an American business culture/environment.

[Matthew Vendryes](#) is interested in international culture and the



increased interaction between people worldwide, and especially the type of future this builds. He is also interested in representing humans and our values as we grow closer to co-existence with technology. Empowering through practical skills training, especially English-based communication.

Adult schools. Literacy. Story-based learning. Making impactful films.

BOOT CAMP SPEAKERS

[Dan Beaudry](#) is the Author of [Power Ties: The International Student's Guide to Finding a Job in the United States](#). He



was most recently the Campus Recruiting Manager for Monster.com. Prior to joining Monster, Dan was the Associate Director of Corporate Recruiting for the Boston University School of

Management where he developed the school's "International Student Employment Series". He holds a BA from Vanderbilt University, an MA in International Relations from Boston University, and language certifications from La Sorbonne in Paris.



[Joyful Simpson](#) is an actress, writer and creativity educator who combines improv theater, storytelling and mindfulness-training to create unique team building and leadership workshops for businesses and institutions. She studied theater and dance at

Sarah Lawrence College in New York and received her MFA in Dramatic Art from UC Davis.

[Lakshmi Challa](#) is the founding attorney of Challa Law Offices with



over twenty years of experience exclusively practicing immigration law. Her vision for the firm was to elevate the practice of immigration law beyond just processing papers; Challa Law has achieved that by developing customized immigration strategies and providing world-class

client service by leveraging innovative business process management through technology.

INTERNATIONAL STUDENT/ALUMNI PANEL



Harneet Singh

3rd

Business Analytics at Lam Research

San Francisco Bay Area | Information Technology and Services

Previous Marketing Evolution, Plantronics, Micron Technology

Education University of California, Davis

<https://www.linkedin.com/in/harneetmigani>



Yingya (Sissi) Wang, CFA

2nd

Tax Consultant at Deloitte

San Francisco Bay Area | Accounting

Previous Van Eck Global, Value Partners Goldstate Fund Management, Swiftrade

Education University of California, Davis

<https://www.linkedin.com/pub/yingya-sissi-wang-cfa/33/989/823>



Praveen Srikantaiah

2nd

Sr. Manager - Market Research at Blueocean Market Intelligence

San Jose, California | Market Research

Previous Blueocean Market Intelligence, Brocade Communication Systems, Cisco Systems Inc.

Education University of California, Davis

<https://www.linkedin.com/in/praveensrik>

GSM CAREER DEVELOPMENT COMMUNICATION PROGRAM

Specific Skills Employers Seek in New Hires

(Ranked by expected proficiency level for mid-level placement*)

Communication

1. Oral communication
2. Listening skills
3. Written communication
4. Presentation skills

Teamwork

1. Adaptability
2. Ability to value opinions of others
3. Cross-cultural sensitivity
4. Ability to follow a leader
5. Delegation skills

Technical

1. Quantitative analysis
2. Qualitative analysis
3. Core business knowledge
4. Technology
5. Specific language skills

Leadership

1. Integrity
2. Drive
3. Innovation and creativity
4. Ability to inspire others
5. Strategic Vision

Managerial

1. Manage decision-making process
2. Manage task environment
3. Manage strategy & innovation
4. Manage human capital
5. Manage administrative activities



GSM CAREER DEVELOPMENT COMMUNICATION PROGRAM

Purpose: For you to hone your communication skills, build a stronger professional foundation, and enhance your readiness to achieve your next-step career goal.

Communication skills are the cornerstones of professional success. In a graduate program, you constantly practice these skills through presentations, papers, team work, and class participation. On the career side, these communication skills are focused through a slightly different lens: your ability to convey yourself to others in a clear and effective manner, and to interact with others in socially acceptable ways.

From a career perspective, the four main competencies are verbal communication, non-verbal communication, written communication, and emotional intelligence.

Verbal communication refers to the following: **Spoken Grammar, Vocabulary, Fluency/Articulation, Depth of Content, Listening Comprehension** (*active, effective listening*), and **Verbal interaction**.

Non-verbal Communication refers to the following: **Body Language** (*posture, gestures, closeness, eye contact, and facial expression*), **Personal Presentation** (*appropriate dress for occasion, hairstyle, and hygiene norms*), and **Spoken Style** (*vocal pitch, vocal tone, vocal vitality, vocal variety, voice volume, speaking rate*).

Written Communication refers to the following: **Grammar, Vocabulary, Sentence Structure**, and **Business Communications** (*emails to recruiters, informational interview requests, social media, resumes, and cover letters*).

GSM CAREER DEVELOPMENT COMMUNICATION PROGRAM

Emotional intelligence refers to the following: **Social Skill** (*managing relationships & building networks; ability to find common ground & build rapport*), **Self-Awareness** (self-confidence, realistic self-assessment), **Self-Regulation** (*trustworthiness & integrity; comfort with ambiguity & openness to change*), **Motivation** (*goal oriented, self-assertive, persistence, organizational commitment, creativity, passion*), and **Empathy** (*ability to understand the emotional makeup of other people & react accordingly; cross-cultural sensitivity*).

Workshop & Webinar Offerings

- Elevator Pitch
- Self-Assessment
- Business Etiquette
- Networking Skills
- Improvisation Series
- EQ = Success
- Resume & Cover Letters
- Interviewing Techniques
- Mock Interviews
- Dress to Impress
- Strategic Communication Series
- Negotiating a Contract
- Utilizing Social Media
- Career Launch
- Language & Culture Series
- Peer Panels
- Alumni Panels
- Industry Information
- Employment/Internship Strategy
- Career Fair Strategy
- Career Strategy

In conjunction with the above four competencies, we also work with International students on the following additional language and cultural needs: Intonation, Pronunciation, Rhythm of Speech, Opportunities & Challenges in the American Employment Search, Culturally Relevant Topics of Conversation, and Basic Business/Office Culture (emails, phone calls, casual chats, open/closed doors).

*Language Proficiency Evaluation (Adapted from Dr. Martha Herzog/Interagency Language Roundtable), SIL Organization, and TESOL Panel

Accent	Pronunciation frequently unintelligible.	Frequent large errors and a very heavy accent make understanding difficult; requires frequent repetition.	Accent requires concentrated listening, and mispronunciations lead to occasional misunderstanding and apparent errors in grammar or vocabulary.	Marked accent and occasional mispronunciations which do not interfere with understanding.	No conspicuous mispronunciations, but would not be taken for a native speaker.	Native pronunciation, with no trace of accent.
Grammar	Grammar almost entirely inaccurate except in stock phrases.	Constant errors showing control of very few major patterns and frequently preventing communication.	Frequent errors showing some major patterns uncontrolled and causing occasional irritation and misunderstanding.	Occasional errors showing imperfect control of some patterns but no weakness that causes misunderstanding.	Few errors, with no patterns of failure.	No more than two errors during the interview.
Vocabulary	Vocabulary inadequate for even the simplest conversation.	Vocabulary limited to basic personal and survival areas (time, food, transportation, family)	Choice of words sometimes inaccurate, limitations of vocabulary prevent discussion of some common professional and social topics.	Professional vocabulary adequate to discuss special interests; general vocabulary permits of discussion of any non-technical subject with some circumlocutions.	Professional vocabulary broad and precise; general vocabulary adequate to cope with complex practical problems and varied social situations.	Vocabulary apparently as accurate and extensive as that of an educated native speaker.
Fluency	Speech is so halting and fragmentary that conversation is virtually impossible.	Speech is very slow and uneven except for short or routine sentences.	Speech is hesitant and jerky; sentences may be left uncompleted.	Speech is occasionally hesitant, with some unevenness caused by rephrasing and groping for words.	Speech is effortless and smooth, but perceptively non-native in speed and evenness.	Speech on all professional and general topics as effortless and smooth as a native speaker.
Comprehension	Understands too little for the simplest type of conversation.	Understands only slow, very simple speech on common social and touristic topics; requires constant repetition and rephrasing.	Understands careful, somewhat simplified speech when engaged in a dialogue but may require considerable repetition and rephrasing.	Understands quite well normal educated speech when engaged in a dialogue, but requires occasional repetition or rephrasing.	Understands everything in normal educated conversation except for very colloquial or low-frequency items, or exceptionally rapid or slurred speech.	Understands everything in both formal and colloquial speech to be expected of an educated native speaker.
Interpersonal Skills: Rapport/Non-Verbal	Lacks appropriate register, tone and non-verbal cues for situation.	Has some appropriate levels of register and tone & non-verbal cues.	Begins but does not maintain appropriate levels of register, tone & non-verbal cues	Generally engages with appropriate levels of register, tone & non-verbal cues.	Engages in a positive way using correct register, tone & non-verbal cues.	Highly engaging with the ability to maintain proper levels of register, tone & non-verbal cues.

*This rubric is geared specifically towards those GSM students who speak English as a Second or Other Language.